

Program Controls Analyst

Salary: \$49,368 - \$64,740 per year (Range 58)

OPENS: January 28, 2010

CLOSES: February 4, 2010

Location: Olympia, Washington

This is a project position with an anticipated duration through December 31, 2012.

Agency Profile

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

Job Overview

The Technology Transition Program Team is responsible for moving mission critical infrastructure and service platforms to a new State Data Center location with minimized service disruption. This team has an opening for a Program Controls Analyst.

At the expert level, the Program Controls Analyst will be responsible for Reporting Functions, briefing the Program Manager on Resources, Budget and Actuals, Document Management and Control, Ad Hoc Reporting and the development of new Reporting Means and Methods.

This position will provide interface on the representative level for the Program Manager and communicate with representatives from other states agencies.

This role provides expert consultation and performs complex project management analysis and forecasting.

Principal Responsibilities

- Leads the design, development and implementation of computer analytical models for projection and analysis of fiscal data. Responsible for maintaining the Resource Database, developing and maintain reporting

- tools, maintain and generate reporting on actual costs and FTE hours against assigned work tasks, sub-projects and the program, produce and analyze Resource Trending versus actual costs. Assign and track tasks and give directions to staff as required.
- Develop and maintain the Trending Program with associated database(s). Review allotment requests and modifies or deny based on established program plans and fiscal considerations.
 - Participate in the Forecasting of Resource Requirements, Cash Flow Predictions, Schedule Impacts and Contract Administration.
 - Perform Project Controls for the Program Team and serve as the reporting interface within DIS. Generate and maintain all Programmatic Flow Diagrams for information and documentation.
 - Maintain the Request for Revision (RFR) Log and administering the transfer and coordination of the RFRs.

Qualifications

- Bachelor's degree in business, public administration, statistics or allied field or equivalent education/experience.
- Five years professional experience in program analysis and/or program design.
- Four years project controls experience.
- Expertise with databases to develop macros and reports.
- Knowledge of trending and forecasting on design projects.
- Computer or web based document management.
- Proficiency with MS Project, Excel, Access and Primavera Planner.
- Contract administration experience.
- Strong communication skills to successfully interact with executive management, customers, vendors and all levels of employees of an organization.
- Exceptional troubleshooting, problem resolution and customer management skills.

Desirable Qualifications

- Project Management certification such as Project Management Professional (PMP).
- Five years experience with Primavera project tracking software.

Working for DIS

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, and other training opportunities as well as a tuition reimbursement program and promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

Employee Benefits

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce. DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

Special Notes

This position is covered by a union security provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or pay other representational fees within the first 30 days of employment.

This announcement may be used to fill multiple vacancies.

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How to Apply

Interested applicants should submit a letter of interest with a detailed description of their experience as it pertains to the Qualifications listed. Please include a current resume, [Washington State Application](#) and a minimum of three professional references.

Please send your application materials via e-mail to hro@dis.wa.gov.

Applicant Profile Form

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

The Department of Information Services is an equal opportunity employer.